

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson**
Monday, February 4, 2019
6:30 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. **Discussion and Possible Action on Minutes from January 21, 2019**
3. **Discussion and Possible Action on Claims from February 4, 2019**
4. **Discussion and Possible Action on the purchase of a 2019 Tandem dump box and plow accessories from Universal Truck Equipment in the amount of \$116,982.**
5. **Discussion and Possible Action on the purchase of a 2019 Tandem axle truck cab and chassis from Nuss Truck & Equipment in the amount of \$76,979.**
6. **Discussion and Possible Action to award the bid for the 2019 Coulee Road Retaining Wall project to Will River Copmany, LLC, in the amount of \$72,700.**
7. **Discussion and Possible Action of the LOE with SEH for 2019 GIS updates and hard copy maps**
8. **Discussion and Possible Action on the purchase of portables radios for the Police Department**
9. Items for Future Agendas
10. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star 2-1-2019

Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

Notice is hereby given that a majority of the Common Council of the City of Hudson, Wisconsin, may be present at the foregoing meeting. This may constitute a meeting of the Common Council pursuant to *State ex. Rel. Badke v. Greendale Village Board*, 174 Wis.2d 553, 494 N.W.2d 408 (1993), although the Council will not take any formal action at this meeting.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, JANUARY 21, 2019

UNAPPROVED

Meeting called to order by Mayor O'Connor at 6:30 p.m.

PRESENT: Mayor O'Connor, Alderpersons Bill Alms, Joyce Hall and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Jim Webber, Sarah Atkins Hoggatt, Cathy Munkittrick, Devin Willi, Mike Johnson, Mike Mroz, Jason Muenich, Jenny Rogers, Josh Olson, and others.

MINUTES: MOTION by Hall, second by Alms, to approve the Regular Meeting Minutes of January 7, 2019. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Morrisette, second by Hall, to recommend the payment of the following claims:

	Fund	A/P Amounts	P/R Amounts	Totals
100	General	153,602.13	100,211.19	253,813.32
310	Debt Services	2,500.00		2,500.00
415	Tid 1-5	500,000.00		500,000.00
416	Tid 1-6	58.83		58.83
450	Capital Projects	4,173.01		4,173.01
451	2017 & 2018 Cap Projects	264,666.80		264,666.80
452	2019 & 2020 Cap Projects	80,217.46		80,217.46
620	Parking	180.81	1,269.21	1,450.02
630	Ambulance	14,399.92	21,802.57	36,202.49
640	Storm Sewer	278.55	60.45	339.00
860	Tax Agency	4,516,487.10		4,516,487.10
	Totals	\$ 5,536,564.61	\$ 123,343.42	\$ 5,659,908.03

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Alms, second by Hall to recommend approval of three (3) Regular Operator License for the period of January 19, 2019 to June 30, 2020 to: Ian Baribeau, Matthew Hoerning and Briana Zontelli, contingent on payment of any outstanding debt owed to the City and successful completion of the background. Ayes (4). MOTION CARRIED.

AUDIT ENGAGEMENT AGREEMENT: MOTION by Morrisette, second by Hall to recommend approval of the audit engagement agreement with CliftonLarsonAllen LLP for the 2018 audit and non-audit services for the year ending December 31, 2018. Ayes (4). MOTION CARRIED.

2019 FORD F250: MOTION by Hall, second by Alms, to recommend the purchase of 2019 Ford F250 ¾ ton pickup truck for the Public Works Department in the amount of \$33,000 from Hudson Ford.. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, JANUARY 21, 2019

2019 FORD F550: MOTION by Hall, second by Alms, to recommend the purchase of 2019 Ford 550 Class 5 truck for the Public Works Department in the amount of \$43,000 from Hudson Ford.. Ayes (4). MOTION CARRIED.

ST CROIX MEADOWS ENGINEERING Motion by Alms, second by Morrisette, to recommend approval of a letter of engagement with Bolton and Mink for engineering services related to St. Croix Meadows Development at an estimated cost of \$140,400, which will be passed through to the developers. Ayes (4). MOTION CARRIED.

LEE PROPERTY ENGINEERING Motion by Morrisette, second by Hall, to recommend approval of a letter of engagement with Bolton and Mink for engineering services related to the Lee Property Development (Summit Ridge, Mayer Road reconstruction, Southpoint) at an estimated cost of \$165,000, which will be passed through to the developers. Ayes (4). MOTION CARRIED.

ADJOURNMENT: MOTION by Alms, second by Hall, to adjourn at 6:41 p.m. Ayes (4). MOTION CARRIED.

Devin Willi
City Administrator

COUNCIL CLAIMS - February 4, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	691,778.76	121,841.21	813,619.97
220	Stormwater MS-4	0.00	36.48	36.48
415	Tid 1-5	2,465.00		2,465.00
416	Tid 1-6	3,851.79		3,851.79
451	2017 & 2018 Cap Projects	4,037.00		4,037.00
620	Parking	7,566.62	1,332.31	8,898.93
630	Ambulance	43,156.59	19,876.52	63,033.11
640	Storm Sewer	3,942.62	305.24	4,247.86
	Totals	\$ 756,798.38	\$ 143,391.76	\$ 900,190.14



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Common Council

FROM: Michael Mroz; Public Works Director

DATE: January 30, 2019

SUBJECT: Approval of the bid submitted for the 2019 Tandem Dump Box and Plow accessories

BACKGROUND:

Bids for the 2019 Tandem Dump Box and plow accessories were opened on Wednesday, January 30, 2019 per the city procurement policy.

The following bids were received:

Universal Truck Equipment	\$116,892.00
Crysteel	\$124,631.00

FUNDING SOURCE: 2019-2020 Capital Improvement fund

RECOMMENDED ACTION: Recommend accepting the bid received from Universal Truck Equipment in the amount of \$116,892.00 for the purchase of the 2019 Tandem Dump Box and plow accessories.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Common Council

FROM: Michael Mroz; Public Works Director

DATE: January 30, 2019

SUBJECT: Approval of the bid submitted for the purchase of a 2019 Tandem Axle Dump truck cab and chassis

BACKGROUND:

Bids for the 2019 Single Axle Dump Truck were opened on Wednesday, January 30, 2019 per the city procurement policy.

The bid included a trade in of the 2006 Mack Tandem w/Dump box and plow accessories which include a 12' plow, 9' wing, 11' scraper, pre-wet spreader, tarp and sander. The following bids were received:

	<u>BASE BID</u>	<u>TRADE</u>	<u>TOTAL BID</u>
Nuss Truck & Equipment - Mack	\$126,979	(\$50,000)	\$76,979
River States Truck & Trailer - Freightliner	\$113,500	(\$41,000)	\$72,500

STAFF RECOMMENDATION:

Although River States Truck and Trailer submitted a low bid of \$72,500, staff recommends approving the purchase from Nuss Truck & Equipment in the amount of \$76,979. The reason for going with the higher bid is to stay consistent with recent fleet purchases. The Public Work department currently has eight dump trucks with six of them being Macks. This allows the department to have interchangeable parts in stock, have staff trained both mechanically and operationally on one vehicle make, and provides consistent customer service.

FUNDING SOURCE:

2019-2020 Capital Improvement fund.

RECOMMENDED ACTION:

Approve the purchase of a 2019 Mack cab and chassis from Nuss Truck & Equipment in the amount of \$76,979.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Common Council

FROM: Michael Mroz; Public Works Director

DATE: January 30, 2019

SUBJECT: Discussion and possible action on the approval of bids for the Coulee Road Retaining Wall project

BACKGROUND:

Bid Opening for the Coulee Road Retaining Wall project were opened on Thursday, January 17, 2019, per the city procurement policy. The following bids were received:

BIDDERS	AMOUNT OF BID
Willow River Company	\$72,700
Sunram Construction	\$78,716
JL Theis, Inc	\$80,759
Skid Steer Guy LLC	\$91,849
Pember Companies	\$101,735
Highway Landscapers, Inc.	\$124,485

FUNDING SOURCE:

2019-2020 Capital Improvement Fund - \$60,000
2019-2020 Sidewalk Replacement Fund - \$10,000
Stormwater Utility Funds \$2,244.00

RECOMMENDED ACTION: Recommendation to proceed with the award of low bid for the Coulee Road Retaining Wall project to Willow River Company, LLC in the amount of \$72,700.00.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Common Council

FROM: Michael Mroz; Public Works Director

DATE: January 30, 2019

SUBJECT: Discussion and possible action on the LOE for 2019 GIS updates and Hard Copy Maps

BACKGROUND:

Attached is the LOE, including the tasks, for the updates and maps affiliated with the GIS Management program.

FUNDING SOURCE: Compensation for the engineering services is included in the 2019 operating budgets as follows:

Water Utility	\$13,004.00
Sanitary	\$ 5,466.00
Storm Sewer	\$ 9,241.00

RECOMMENDED ACTION: Recommend approval of the LOE with SEH for updates to the GIS management program including hard copy maps.

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: **2019 GIS Updates and Hard Copy Maps**

Project Number: _____

This Letter of Engagement is entered into this 18th day of January, 2019, by and between the City of Hudson , 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Short Elliott Hendrickson Inc.

Name of Consultant

156 High Street, Suite 300, New Richmond, WI 54017

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 1st day of September, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

Collect GPS field data, update City GIS data and produce hard copy maps as described in the letter dated January 18, 2019 prepared by SEH and attached hereto as Exhibit One.

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.


Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One attached hereto and made a part hereof.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this 18th day of January, 2019.

Short Elliott Hendrickson, Inc.

By: 
John D. Parotti, PE
Associate/Sr. Project Manager

City of Hudson, Wisconsin

By: _____
Devin Willi, City Administrator

By: _____
Rich O'Connor, Mayor

Attest: _____
Jennifer Rogers, City Clerk



Building a Better World
for All of Us®

Exhibit One

January 18, 2019

RE: City of Hudson, Wisconsin
GIS Updates and Hard Copy Maps
SEH No. HUDSO 143013 14.00

Mr. Kip Peters
Utility Director
City of Hudson
1201 Livingstone Road
Hudson, WI 54016

Mr. Michael Mroz
Director of Public Works and Parks
City of Hudson
505 Third Street
Hudson, WI 54016

Dear Kip and Michael:

This letter outlines our understanding of the scope schedule and fee estimate for updating the City's GIS data and preparing hard copy maps as follows:

PROJECT UNDERSTANDING

The City of Hudson wishes to update its GIS data from time to time to keep various mapping tools current as the City develops. The original GIS data was collected in 2015. Only minor updates have been made since that time. Several new developments and City improvement projects have been constructed in the last few years and the resulting system additions will be added under this project.

On August 14, 2018 SEH GIS Analyst Lauren Osowski and I came to the Utility Services office to review your records of mapping updates. The scope and fee estimate below is based on the material we reviewed at that time.

SCOPE OF SERVICES

The project will include the following Scope of Services:

1. Collect field locations of new utilities (sanitary sewer structures, water system components and storm sewer structures) added since the original field work was completed in 2015.

Note: Developer projects are not included as the City requires developers to submit as-built information in CAD or GIS format suitable for use in the City's GIS system.
2. Update the City's GIS database with information collected in the field, electronic mapping data provided by developers and mapping redlines as reviewed on August 14, 2018 and provided by Utility and Public Works staff.
3. Create 400-scale map books and update wall maps for:
 - a. Water Distribution System
 - b. Sanitary Sewer System
 - c. Storm Sewer System
4. Provide a water system inventory for Utility's PSC report.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

5. Add North Hudson sanitary sewer to map book (assumes CAD or GIS mapping data is provided to SEH).
6. Upload changes to SmartConnect.

SCHEDULE

Short Elliott Hendrickson will endeavor to complete the tasks listed in the Scope of Services as follows:

Receipt of Authorization	February 15, 2019
Import Electronic As-Builts (provided by others)	February 18 – March 30, 2019
GPS Field Data Collection	April 1 – 15, 2019
Update GIS Data, Upload to SmartConnect, Print Maps	April 16 – 30, 2019

The above schedule depends on timely receipt of information provided by Public Works and Utility staff and electronic data from others (i.e. developers). The schedule also assumes weather will be conducive to the collection of field information April 1 – 15. You agree to allow additional time to complete the work if factors outside SEH's control cause delays.

COMPENSATION

Compensation for completion of the above scope will be on a time and materials basis using the cost plus fixed fee method in accordance with the Engineering Master Consulting Agreement with the City of Hudson. The estimated fee for service is shown below:

Water System	\$13,004
Sanitary Sewer	\$5,466
<u>Storm Sewer</u>	<u>\$9,241</u>
Total	\$27,711

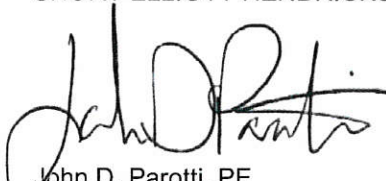
EXCLUSIONS AND ADDITIONAL SERVICES

The above scope reflects our understanding of your request for services and is also consistent with the assumptions made when providing an early estimate to you by email on August 22, 2018 (items A, C & E only). Additional services outside the scope described above can be provided at your direction and billed hourly upon your authorization.

It was our intent to reflect the scope discussed with you for this project. If you find that the scope requires modification, please don't hesitate to contact me at (715) 861-4871 or jparotti@sehinc.com to discuss changes.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE
Associate/Sr. Project Manager

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

Item #

Submitted to: Finance Committee

Date: 01/31/2019

Submitted by: Chief Geoff Willems

Regarding: Purchase of Motorola Radios for Police Department

ISSUE: The Department was approved to purchase new portable radios on capital expenditures. Bids were requested and notice was published in accordance with State Law and City policy. The bids were due at 4:00PM on Friday, February 1, 2019. The bids and the recommendation on vendor will be emailed to council members on Monday, February 4, 2019.

- **Legal aspects:**
- **Budget Impact:**
- **Past History:**
- **Other Pertinent Data:**

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION: